



Llanharry Community Council
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Finance Committee

Establishment and terms of reference

The primary objective of the Committee is to assist the Council in overseeing the proper financial management, financial risks, management strategy, policy and treasury transactional matters.

Meetings of the Finance Committee

It is for the Finance Committee to decide the frequency and timing of its meetings.

The Finance Committee has no decision making powers but instead makes recommendations to the Council for agreement.

The Financial Regulations of Llanharry Community Council govern the conduct of all financial transactions of the Council.

The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.

The quorum necessary for the transaction of business shall be three, one of whom must be Chair of the Committee or his/her nominee in the event of enforced absence and meetings will normally be held prior to the full council meetings.

The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.

Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Council meeting.

Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of the meeting.

At the Annual General Meeting of Llanharry Community Council membership of the Finance Committee is reviewed and voted on annually together with these Terms of Reference for the Committee.